



## NOTICE OF VACANCY

<b>Title:</b>	<b>Court Reporter I</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary:</b>	<b>\$35,904.17</b>	<b>Closing Date;</b>	<b>09/14/2009</b>
<b>Department:</b>	<b>Superior Court Domestic Relations Division</b>	<b>Job Grade:</b>	<b>47</b>
<b>Reports to:</b>	<b>Superior Court Judge</b>		

**GENERAL SUMMARY:** This position is responsible for recording all cases in the domestic relations division. Take down of civil proceedings as requested and compensated by the parties. Maintains, indexes, and archives the records of the court for future reference and/or transcription. Maintains physical and documentary evidence during and after trial.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Take down of all domestic relations cases.
2. Daily availability by reporting to assigned judge. Frequent travel within the Circuit
3. As authorized by Circuit policy or ordered by the supervising judge, civil and domestic trials, hearings, or other proceedings may be taken down and transcribed as requested by the attorneys/parties/Judge
4. Attend court as directed by assigned judge
5. Take down of all domestic proceedings as requested and compensated by the parties
6. Transcription as requested and compensated by the parties.

### REQUIREMENTS

**Education:** High School diploma, trade school, or equivalent level of education; completion of electronic data processing training and modern court reporting technology training commonly associated with completion of specialized training in this field of work is preferred.

**Experience:** 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

#### **Knowledge/Skills/Abilities:**

- Considerable knowledge of modern office procedures and legal and medical terminology.
- Proficiency in operating a computer, Dictaphone/transcriber, recorder, and other advanced court reporting equipment including printers, facsimile, and copiers.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Legal and medical terminology including relevant rules, policies, procedures, and practices
- Knowledge of the court system. Accurate court reporting and transcription
- Licenses and Certification: Valid state drivers license and must be a Certified Court Reporter and meet requirements of OCGA 15-14-29. May supervise and/or train designated subordinate personnel.

**Applications/Resume can be submitted to the  
Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)**

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**Americans with Disabilities Act (ADA) and Section 504 Accommodations**

**Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact the Augusta, Georgia Department of Human Resources at: 706-821-2303 or the internal Augusta, Georgia**